



Now Accepting Applications for
ENVIRONMENTAL PROGRAM ANALYST

Monthly Salary Range

(A) \$5,877 (B) \$6,171 (C) \$6,480 (D) \$6,804 (E) \$7,144

Filing Deadline: March 12, 2015 at 5:00 p.m. or first 100 applications (whichever occurs first)

Applications MUST be submitted online at www.CalOpps.org

POSITION

The City is recruiting to fill one current vacancy in the **Public Works Department**. The Environmental Program Analyst will develop, implement, monitor, and promote environmental programs. This position will be responsible for the City's compliance with AB32, AB939, and the Stormwater Municipal Regional Permit (MRP).

- **AB32:** This position will be responsible for implementing and tracking the measures in the City's adopted Climate Action Plan. Typical activities will include energy bill management, upgrades to municipal facilities, solar energy system monitoring, programs for local residents and businesses, public outreach, and regional collaboration on sustainability issues.
- **AB939** – The Environmental Program Analyst will be responsible for managing the City's solid waste agreement with the waste provider, serve as the staff liaison to the City's Board Member for the West Contra Costa Waste Management Authority (RecycleMore), participate on the Technical Advisory Committee for RecycleMore, and implement and enforce programs.
- **Stormwater** – This position will be responsible for implementing the MRP which includes: inspections of creeks, construction sites, businesses, and private property, public outreach and education, development plan reviews, illicit discharge enforcement, maintenance of the stormdrain system, trash and pollutant management, submittal of annual reports, and participation in the Contra Costa Clean Water Program committees and regional organizations.

Other functions will include: presentations to schools, business groups, residents and City Council, grant writing and management, and other duties as required.

QUALIFICATIONS

Experience:

- Four years of progressively responsible experience directly related to integrated solid waste management, environmental compliance, or resource conservation, waste reduction and recycling, urban runoff/clean water, hazardous materials management or related field.

Education:

- Bachelor's Degree in Environmental Studies, Integrated Water Management, Public Administration or related field.

License or Certificate:

- Possession and maintenance of a valid California Driver's License.

Knowledge of:

- Principles and industry practices of integrated solid waste management, source reduction, and recycling; clean water program management.
- General marketing and outreach practices related to environmental programs.

- Principles and practices of contract management, program development and implementation; organizational structure and processes.
- Basic principles in reading and interpreting engineering site plans.
- Principles and practices of business correspondence and report writing, modern office procedures, computer equipment and software; conflict resolution techniques.
- Pertinent local, state, and federal laws, rules and regulations.
- Safety hazards and appropriate precautions applicable to work assignments.

Ability to:

- Organize, direct and implement as assigned environmental services program area.
- Understand and participate in the preparation and administration of a program budget.
- Analyze data and prepare technical reports, interpret and evaluate technical information including understanding engineering site plans, understand laws, regulations, and codes.
- Problem solve, gain cooperation through discussion and persuasion; explain and interpret various rules and regulations.
- Communicate clearly, concisely, and tactfully in both oral and written forms; accurately observing situations, document, and report observations.
- Exercise independent judgment in carrying out projects and daily activities with or without supervision.
- Accurately observe situations, document, and report observations.
- Establish and maintain cooperative relationships with those contacted in the course of work by effectively interacting with the business community, government officials, and the general public.
- Utilize personal computers and applicable computer software/programs, including Word and Excel.
- Operate a hand-held radio.
- Learn and comply with all appropriate safety precautions and practices.

EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:

Essential

- Assume responsibility for services and activities of environmental programs including integrated solid waste management, garbage franchise collection agreement, NPDES permitting and public information/education function, Climate Action/Carbon Footprint Reduction, Creek Protection and restoration, environmental purchasing, Green Building, Green Transportation, universal and hazardous waste disposal, related grants sought and other environmental and waste management programs.
- Assists in the implementation of all waste reduction programs;
- Maintains knowledge of applicable regulations, City and local ordinances, and local agreements relating to recycling and waste reduction.
- Works with and monitors contractors to ensure compliance with the City's Construction and Demolition Ordinance;
- Conduct research, field investigations and analysis related to integrated solid waste management (waste reduction, reuse, recycling, composting); pollution prevention (household hazardous waste, source point and non-source point water pollution); and/or urban runoff/clean water programs.
- Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Participate in preparing and implementing the budget of assigned programs; prepare a variety of technical and administrative reports.
- Oversee and coordinate the work of consultants and contractors; meeting with developers and reviewing plans.
- Organize and participate in assigned program area activities, including contract management and compliance, customer service and program outreach efforts, data collection and analysis, and presentation of technical and specialized data.
- Participate in the development and implementation of plans and programs to preserve environmental resources and to provide public environmental protection.
- Collect, monitor, analyze and evaluate environmental program data using a variety of modeling and statistical method and techniques.
- Plan, organize and direct the development and implementation of new and revised environmental services programs; analyze program impact; coordinate program activities, including project planning, cost-benefit analysis, fund and bond financing and the utilization of special consultants in waste collection systems, solid

waste management facilities and other environmental areas, such as climate action, creeks protection; apply for and administer grant funding as appropriate.

- Oversee the preparation and implementation of marketing and public information campaigns; direct or develop special events and programs to promote and educate the public about recycling, resource conservation, and pollution prevention issues, including Climate Action/Carbon Footprint Reduction Bike to Work Day and Rideshare Week, Earth Day; oversee the preparation of brochures, press releases, and a variety of other educational and promotional items; manage outreach to existing business owners, residents, and other groups on awareness of City's environmental and recycling programs.
- Develop and present report to Department Head, City Manager and City Council on environmental programs, including Green House Gas reduction, City's energy use, and solid waste, trash management, water quality.
- May conduct site inspections of businesses, schools and residential areas to assess recycling, composting and waste reduction efforts and compliance with City ordinances
- Design and develop a variety of materials and activities to promote, implement, and evaluate assigned environmental programs in a manner that will enhance public awareness, educate citizens to relevant environmental issues, and encourage proactive and cooperative problem-solving activities.
- Represent the department and/or assigned program at conferences, public forums and community meetings as well as with inter-agency groups and committees.
- Conduct presentations related to City's environmental programs; provide technical assistance/input as necessary.
- Participate with other City departments, community service providers, consultants, other jurisdictions and agencies in environmental program development and coordination efforts as well as legislative advocacy and education.
- Builds and maintains effective working relationships with coworkers, other City employees, other organizations and their representatives, and the general public.
- Confers with other departments, public officials, consultants and citizens and explains applicable legal mandates and City policies and procedures; may make presentations on waste management projects and programs.

Important:

- Perform related duties as assigned.

Physical Requirements:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 to 6 hours of sitting; up to 4 hours of standing, walking, bending, crouching, stooping, twisting, and turning, grasping (firm), pinching, reaching forward and overhead; lifting and carrying computers and other office supplies/reference materials weighing up to 25 lbs., pushing and pulling 10 lbs. or less, eye-hand coordination; and driving; between 3 to 6 hours of verbal contact either face to face or on the phone (speech and hearing); finger dexterity and light grasping; vision acuity (near), and color vision.

Mental Requirements:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: taking, interpreting, comprehending and following instructions, simple to complex reading, writing, and math skills; forming, analyzing, synthesizing, coordinating, compiling, computing, copying, comparing, speaking-signaling, negotiating, instructing, supervising, helping; perceiving pertinent detail in objects or in pictorial or graphic material; comprehending/following instructions; performing from simple, repetitive, tasks to varied, complex assignments, maintaining work space, relating to other people, influencing people, evaluating; generalizing; and responsibility for direction.

Work Environment:

Work is performed indoors and outdoors, using a computer and other office equipment; working alone; working around or with others.

Supplemental Questions:

1. What is your experience with public outreach and education?
2. Provide an example of a project or program you implemented in its entirety.
3. Briefly summarize your experience with or knowledge of stormwater pollution prevention programs.

BENEFITS

- **Retirement** – Public Employees’ Retirement System (PERS) 2.5% @ 55 for “classic” members (employee pays 10.3% of salary); 2.0% @ 62 for new PERS members (employee pays 6.25%)
- **Medical Plan:** Choice of P.E.R.S Health Plan providers; employee pays a portion of the monthly premium
- **Dental Plan:** Delta Dental Plan of California with orthodontia coverage for children
- **Dual Medical Coverage:** Employees who have medical coverage through another source (e.g. spouse) have the option to receive taxable cash in-lieu (\$350 1-party, \$500 2-party/family) or to contribute the amount towards an existing Deferred Compensation Plan
- **Section 125 Plan Benefits:** \$450 employer contribution per year (prorated based on hire date)
- **Schedule:** 9/75 hour workdays (Monday-Thursday) Every other Friday off.
- **Vacation:** 75 hours to start up to 225 after 25 years
- **Sick Leave:** 7.5 hours per month
- **Life Insurance:** \$60,000 City-paid policy
- **Holidays:** 13 days per year
- **Floating Holiday:** initially prorated based on the hire date (1 floating holiday per year)
- **Employee Assistance Program:** Generous number of counseling sessions per year; available to employee and eligible family members
- **Educational Incentive Program:** up to \$5,250 per calendar year
- **Administrative Leave:** 45 hours per year
- Position represented by the Association of Intermediate Employee Group

INTERNAL APPLICATION/SELECTION PROCEDURES

Applications will be accepted online at www.CalOpps.org . Please click on the “Member Agency” button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Background Investigation and Pre-employment Medical Examination: The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

Tentative Application Schedule:

Thursday 3/12/15 – Application Deadline

Wed. 4/1/15 – Panel Interviews

Wed. 4/7/15 – Final Interviews

4/13/15 – 4/30/15 – Background/Pre-Employment Physical

5/16/15 – Potential Hire Date